Project Start

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User Story Name:	Project Start
Business Objectives/Goals:	Create PLPCO projects
Business Function:	An organization can submit a project request to PLPCO
	PLPCO staff approve a project request
	PLPCO staff can create a new project
	PLPCO staff will determine the type of new project
	PLPCO staff will determine which state agencies will be notified
Primary User Role:	PLPCO Staff
Associated User Role(s):	Private Organization, State Agency, Federal Agency

Introduction

Over 64% of lands within Utah are managed by the Federal government. Another 10% of lands within Utah are managed by State government. The Public Lands Policy Coordination Office (PLPCO) coordinates the state's interests on public lands issues and acts to ensure that state and local interests are considered in the management of public lands.

PLPCO's other main responsibility is, in cooperation with the Division of State History, to ensure that surveys and excavations of the state's archaeological and anthropological resources are undertaken in a coordinated, professional, and organized manner, through administration of the state archaeological survey and excavation permitting system.

Business Process

Business Process Description:

The manner in which PLPCO coordinates the state's interests on public lands is through creating and managing projects. Each public land issue is assigned to a project where the project participants will provide comments and supporting information regarding their opinion on the issue. PLPCO will be responsible for gathering and appropriately disbursing this information to interested parties and when required to the public.

An authorized person (system authenticated) may submit a project submission request to PLPCO for review. The system will gather the required information from the submitter for the project request and this will be recorded and presented for review by PLPCO staff.

PLPCO will review the submitted projects. They may deem the project appropriate and make the project official and announce it to interested parties. PLPCO may also deny the project request or submit it back to the submitter and request more information.
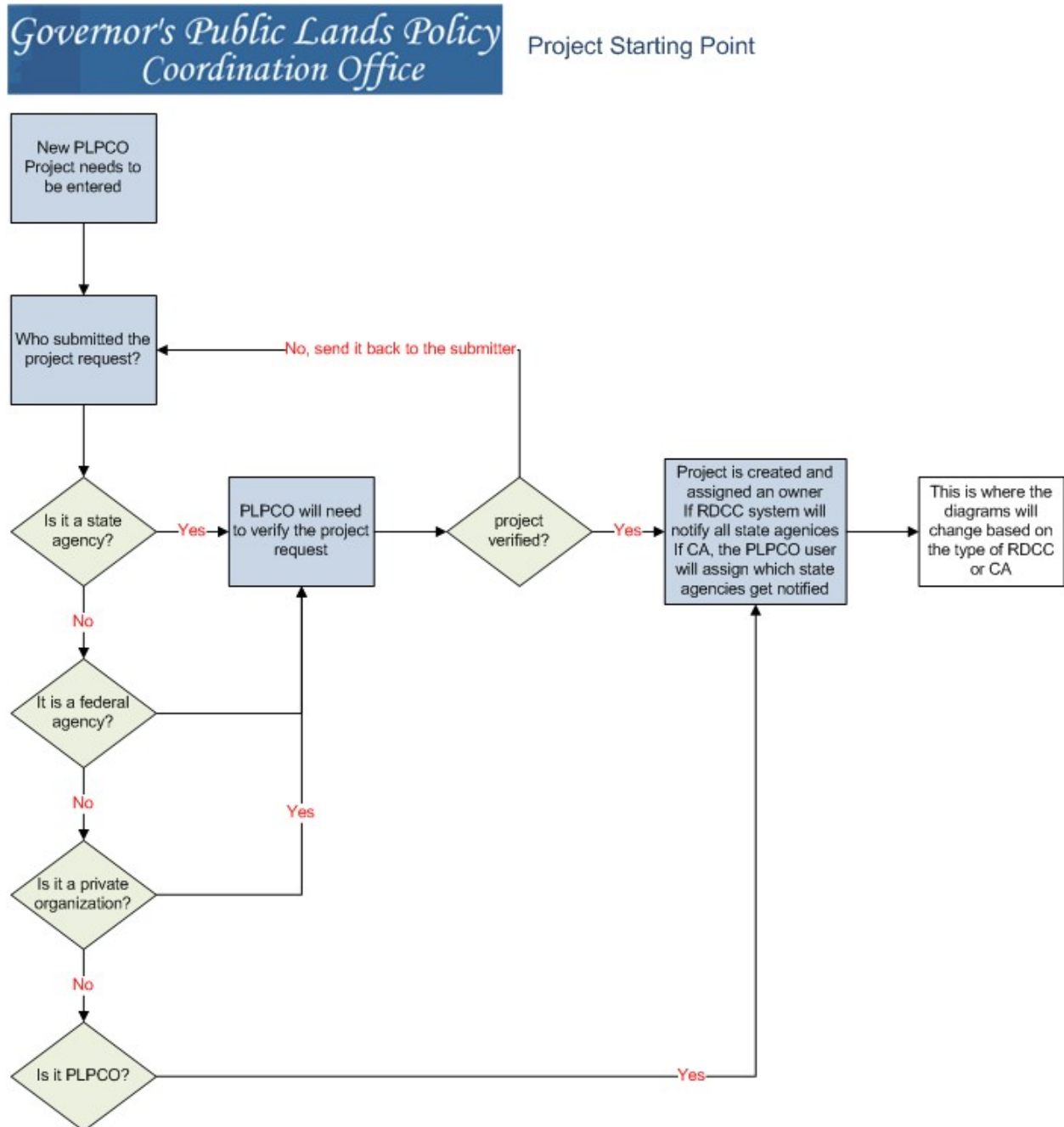
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At any time PLPCO staff may enter a new project without going through the approval process.

Once a project is entered and a type of project selected select state agencies will be notified of the project creation.

![DTS Department of Technology Services logo]

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Workflow:

Business Rules and Requirements

Business Rules:

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BusinessRule ID	Rule
BR 1	All required fields must be completed before a user (non PLPCO) can submit a project for submission
BR 2	All required fields must be completed before a user (PLPCO) can create a new project
BR 3	A project must be assigned a project type and sub type
BR 4	All users, whether state employees or not, must use UMD for user authentication

Business Requirements:

BusinessReq ID	Requirement
BReq 1	Provide PLPCO users the ability to notify a submitter that their submission was rejected or approved
BReq 2	Provide PLPCO users the ability to notify a submitter that their project request needs further information or clarification
BReq 3	Provide for non PLPCO users to login into the system and submit a project request
BReq 4	Give PLPCO users a dashboard showing all the projects that have been submitted and need review (may be part of a larger universal type dashboard)
BReq 5	Provide PLPCO users with a view of the submitted project
BReq 6	Provide PLPCO users the ability to create a new project from a submitted project

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BReq 7	Provide PLPCO users the ability to create a new project without using a submitted project
BReq 8	Once a project has been created (or approved if it was submitted) set the project status to the first status based on the type of project.
BReq 9	Provide for users to relate one project to another. Provide a link on the Project page to the related Project. Allow for multiple projects to be related.
BReq 10	If an RDCC project has been approved by PLPCO all state agency users need an email notification (add to email queue)
BReq 11	If an CA project has been approved by PLPCO the PLPCO user needs to indicate which state agencies (all users assigned to that agency through the sponsor list will need to receive the email) (add to the email queue)

Additional Requirements

Security Requirements:

SecurityReqID	Requirement
SR 1	All users must be authenticated and have an assigned system role
SR 2	Only users with a role of PLPCO can approve a submitted project to be created into a new project
SR 3	Only users with a role of PLPCO can create a new project

Testing Requirements:

TestingReqID	Requirement
TR 1	Security requirements are met

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TR 2	Projects are successfully submitted and PLPCO staff notified of the submission
TR 3	Projects are successfully rejected and the submitted notified
TR 4	Projects are successfully submitted and created and the submitter notified
TR 5	Projects are successfully created by PLPCO staff without a submission request

Reporting Requirements:

None

Audit Requirements:

None

Functional Requirements

Requirements:

FunctionalReq ID	Requirement
FR 1	External users will have a need to access the system and submit projects for review. Some of these users will not be state employees so access outside the state firewall for these users will be necessary.
FR 2	Group all RDCC type new project email notification into the weekly email through a queue holding type of process
FR 3	Group all CA type new project email notification (as selected by the PLPCO user) into the weekly email through a queue holding type of process

Data Elements:

The following data elements are required for submitting a project and creating a new project. * Indicates a mandatory field.

- *Project ID – system generated unique identifier
- *Creation Date – system generated date when the project is approved by PLPCO staff

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- *Sponsor (drop down)

  o Utah Department of Environment Quality

  o Utah Department of Transportation

  o Department of Army/Corps of Engineers

  o Utah Department of Energy

  o Utah Division of Forestry, Fire and State Lands

  o Utah Division of Oil, Gas and Mining

  o Utah Division of Parks and Recreation

  o Utah Division of Water Resources

  o Utah Division of Water Rights

  o Utah Division of Wildlife Resources

  o DOI/BLM

  o DOI/BOR

  o DOI/FWS

  o DOI/NPS

  o EPA

  o FERC

  o Utah Trust Lands Administration

  o USDA/Forest Service

  o USDA/NRCS

  o Private Organization (if Private Organization is selected the user must also provide a text description as well as a statement describing whom they are working in behalf)

    Private Organization Description (text field 250 characters?)

    Working for or in behalf of (text field 250 characters?)

  o Local Government (if local government is selected the user must also provide a text description identifying which local government it is)

    Local Government Description (text field 250 characters?)

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- Approximate Date the project will start (date field, provide calendar pop up)

- *Title of Proposed Action (text field, 250 characters?)

- *Project Abstract (text field, 1600 characters?)

- Project Notes (text field, 1600 characters?)

- *Project Status – (this status depends on the type of project. See the project user stories for specifics) It will begin with Comment Period Open status.

- The next 10 bullets are viewable only by PLPCO staff. A project submission is acceptable without these values however; but an official project must have these values populated.

    o Official Comment Upload (used only when the PLPCO staff wants to upload their official comments on the project) the file can be downloaded from the website once uploaded

    o *Project Type (Drop Down: RDCC or CA)

    o *Project Sub-Type (Drop Down)

        RDCC Only

        EIS

        EA

        Plan Amendment

    o *Project Deadline (date field, provide calendar pop up)

    o County Deadline (date field, provide calendar pop up) NOTE: this is only required for projects with a sub-type of Plan Amendment, EA and EIS. This is also viewable by users with a role of Local Government.

    o Second County Deadline (date field, provide calendar pop up) NOTE: this is only required for Plan Amendment sub-type Projects.

    o County Review Required? (yes or no drop down, default to blank) NOTE: this is only required for projects with a sub-type of EA and EIS.

    o Governor's Consistency Review Deadline (date field, provide calendar pop up) NOTE: this is only required for projects with a sub-type of Plan Amendment

    o Agency Deadline (date field, provide calendar pop up) NOTE: this is only required for projects with a sub-type of Plan Amendment

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- o State Agency List (multi-select list, provide select all or unselect all)

    Utah Department of Agriculture and Food

    DPS/Division of Homeland Security

    GOED/Science Advisor

    DCC/Division of State History

    DEQ/Division of Air Quality

    DEQ/Division of Drinking Water

    DEQ/Division of Emergency Response & Remediation

    DEQ/Division of Radiation Control

    DEQ/Division of Solid and Hazardous Waste

    DEQ/Division of Water Quality

    DNR/Division of Forestry, Fire & State Lands

    DNR/Division of Oil, Gas & Mining

    DNR/Division of Parks & Recreation

    DNR/Utah Geological Survey

    DNR/Division of Water Resources

    DNR/Division of Water Rights

    DNR/Division of Wildlife Resources

    SILTA

    DOT

    GOED

    DCC

    Division of Housing & Community Development

    DFCM

- *County (list of all Utah counties, allow multi-select)

    o One of the following is required:

    Location Description, OR

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> Project Attachment (BLOB object upload, Word, PDF, JPG, Zip and Description (text field, 100 characters?) Limit the upload to 20 megs total per project.

- Related Projects (find a way to relate similar projects, we could use functionality similar to how Redmine relates issues)

- *Comment Deadline (date field, provide calendar pop up) NOTE: this is NOT used for a plan amendment sub-type

- 1st Comment Deadline (date field, provide calendar pop up) NOTE: this is only used for projects with a sub-type of Plan Amendment and will be a required field

- 2nd Comment Deadline (date field, provide calendar pop up) NOTE: this is only used for projects with a sub-type of Plan Amendment and will be a required field

- *Possible significant impacts likely to occur (text field, 1600 characters?)

- *Has the local government been contacted (Drop down, Yes or No)

  o If yes, the next element is required:

    *Date contacted (date field, provide calendar pop up)

- What was the local government's response? (text field, 1600 characters?)

- If no response, how is the local government(s) likely to be impacted? (text field, 1600 characters?)

- (* Required if the State Agency is DWR or State Parks) For acquisitions of land or interests in land by DWR or State Parks please answer the following question: Has the state representative and state senator been contacted? See Utah Code 23-21-1.5 (Drop Down Yes, No, or N/A)

- *For further information, contact Name (text field), Phone Number (XXX) XXX-XXXX

- *Record name of the submitter (get it from their login authentication)

- Related Projects (provide link to projects that were marked as related)

- Did this project go to litigation? (Drop down, Yes or No) – default to No

  o If Yes require the following:

    Link to the court case: (user will paste a web link to the court case)
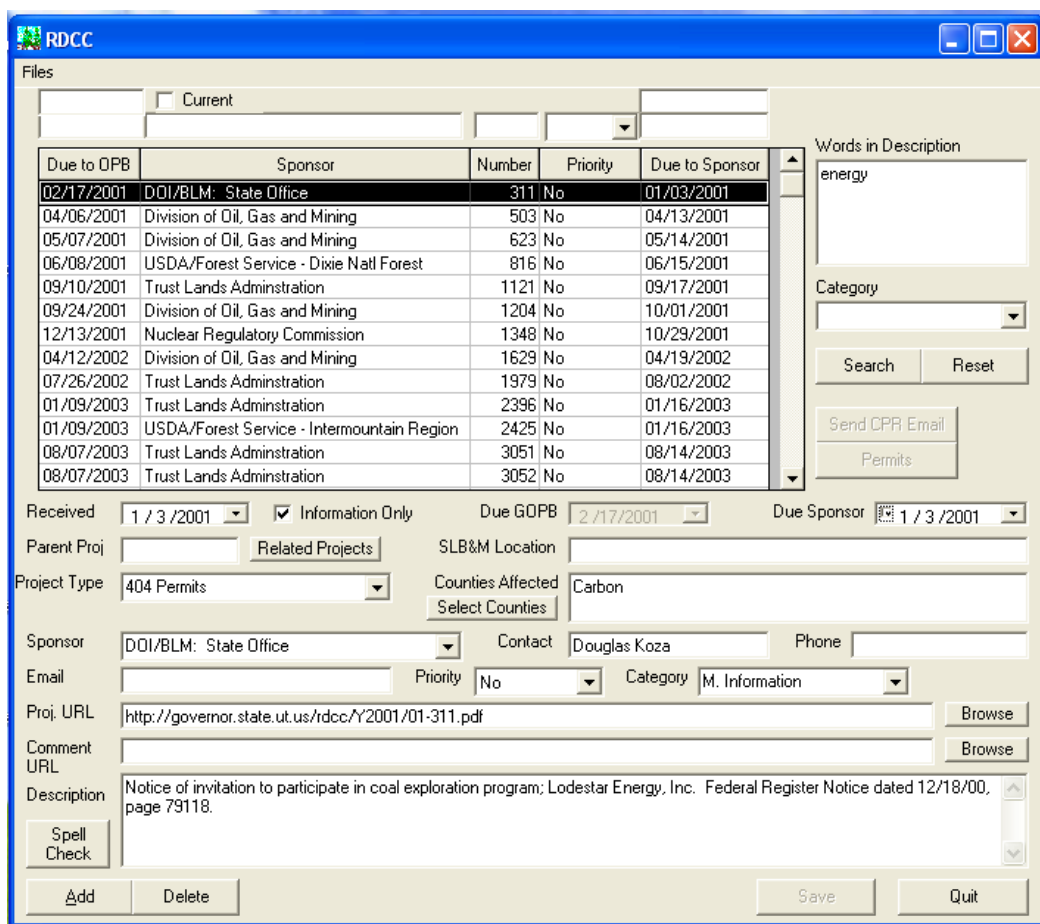
Issues / Considerations:

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None

Design Suggestions:

Suggest DTS use UMD for all users login and authentication

Here's is a screen shot of the old system:

Training Issues:

None

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Approval

_____

Signature   Date

_____

Name